

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3608

GRADE: S-32

TITLE: COMMUNITY SERVICES BOARD PROGRAM PLANNING AND DEVELOPMENT DIRECTOR

DEFINITION:

Under direction of the Executive Director to the Community Services Board, to plan, develop, and coordinate the agency's electronic management information systems, management analyses, long-range program planning, resource development, grants management, and community residential development; and to do related duties as required.

TYPICAL TASKS:

Plans and directs overall policy and procedure pertinent to management information systems, long-range program planning, residential development, resource development, and grants management;

Analyzes and presents major issues to the Community Services Board;

Analyzes problems and recommends solutions and procedural alternatives;

Directs the development, implementation, operation, and maintenance of all electronic processing systems;

Performs computer system documentation;

Oversees system enhancements, checks, and interface;

Provides overall direction for data collection and analysis for indepth management and program studies;

Analyzes program utilization trends, client characteristics and projected client needs;

Prepares complex statistical/management reports;

Develops long-range plans for the Community Services Board's community mental health centers, mental retardation, and substance abuse programs;

Prepares the long-range capital improvement program plans;

Directs staff in the preparation of grant applications;

Determines resource development strategies;

Oversees and directs the development of community residences;

Meets with the public on community residence issues;

Coordinates and schedules public hearings;

Performs all system wide program evaluations, special studies, etc.;

Serves in the Executive Director's absence exercising total responsibility over all issues in assigned functional areas.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of, and the ability to apply, the principles and practices of quantitative analysis;

Knowledge of and the ability to oversee complex electronic data processing systems;

Ability to conduct comprehensive program analysis, ability to devise, develop and implement sound management policies and procedures;

Ability to write and speak effectively;

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Ability to work effectively under pressure and meet established deadlines;

Ability to supervise and coordinate the work of others;

Ability to maintain good working relationships with employees, public officials and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major course work in quantitative analysis, public administration, computer sciences, psychology, social work, or a related field; plus five years of increasingly responsible experience in conducting program evaluations, quantitative analysis, management studies, and computer systems maintenance and oversight, one year of which must have been in a supervisory capacity. Experience in a mental health, mental retardation or substance abuse treatment setting preferred.

ESTABLISHED: May 18, 1987

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